



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 1.7.14	Subject: <b>SOFTWARE LICENSES</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 7: Information Systems	Effective Date: Dec. 1, 1996
Signature: /s/ Mike Ferriter, Director	Revised: 04/26/07 Reviewed: 12/15/08

## **I. POLICY**

Montana Department of Corrections requires that all software used on Department computers will have a current and legal license authorizing its use. Further, it is Department policy that such software is used in accordance with the terms and conditions of its license.

## **II. APPLICABILITY**

All divisions, facilities, or programs under Department jurisdiction or contract.

## **III. DEFINITIONS**

IBTB – The Information and Business Technology Bureau of the Department of Corrections.

ITPR – Information Technology Purchase Request; the Department form used to request the purchase, installation and use of non-standard IT resources, such as software or hardware.

## **IV. DEPARTMENT DIRECTIVES**

- A. IBTB configures new computers with an operating system and a standard set of productivity software.
- B. If additional software is required to perform a specific job function, the manager supervising that area will identify that need, fill out an ITPR, and fund the purchase of the software (see *DOC Policy 1.7.2, IT Hardware, Software, and Contracted Services Standards*).
- C. When the ITPR is approved, IBTB will arrange to purchase, lease or otherwise provide for a legal license for the software and track that license. Upon receipt of license, IBTB will arrange to have the software installed.
- D. When a computer is sent to surplus property, it is the responsibility of the IBTB to completely remove all data from the computer before it is picked up by surplus property, in accordance with *ENT-SEC-141*.
- E. All software licenses must be purchased in accordance with *DOC Policy 1.7.2, IT Hardware, Software, and Contracted Services Standards*.
- F. Related subjects and policies are *DOC 1.7.6, Unlawful Use of a Computers*, and *DOC 1.7.9, Acceptable Use of IT Resources*.

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## **V. CLOSING**

Questions concerning this policy should be directed to the Department's Chief Information Officer (CIO.)

## **VI. REFERENCES**

- A. *53-1-203, MCA (2007) Powers and Duties of Department of Corrections*
- B. *2-17-504 through 528; MCA Montana Information Technology Act*
- C. *DOC Policies 1.7.2, IT Hardware, Software, and Contracted Services Standards; 1.7.6, Unlawful Use of Computers; 1.7.9, Acceptable Use of IT Resources*
- D. *ENT-SEC-141 Enterprise IT Policy*

## **VII. ATTACHMENTS**

None.